



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

R. KEVIN CLINTON  
STATE TREASURER

**DATE:** April 30, 2014

**TO:** Local Assessing Officer of Record

**RE:** Form 4626 – The 2014 Assessing Officer's Report of Taxable Values as of State Equalization in May

This memo serves to notify you that the above mentioned form 4626 will be due for all townships and cities no later than **June 15, 2014.**

**Filing Options:**

**Important:** I don't want paper if it can be avoided. I prefer the 'csv' file that is produced in BS&A. If I get a paper or pdf copy, I will have to manually enter your values into a 'csv' file. This would increase the risk of keystroke error and incorrect values for your local unit, so please send the 'csv' file or utilize the Excel file online. Thank you.

1. **BS&A Users:** See enclosed instructions.
2. A Microsoft Office Excel version of this form has been created and is available on the State of Michigan web site under the Forms and Instructions section of our web site for assessors. It can also be found at [www.michigan.gov/stateequalization](http://www.michigan.gov/stateequalization). It is listed under the 'Related Material' heading of the State Equalization web site and is titled; 4626 Assessing Officer's Report of Taxable Values as of State Equalization. If you are a BS&A user, it is preferred that you submit the 4626 available on your BS&A software (see enclosed instructions). Otherwise, this Excel file should be used and emailed to our office. When accessing the Excel spreadsheet on the web, please select to Save the file to your computer before opening it. Once the file is saved to your computer open it directly from the computer location where you saved it.
3. If you are not a BS&A user or unable or prefer not to use the Excel file, contact our office at (517) 335-1218 or [marusichd@michigan.gov](mailto:marusichd@michigan.gov) to request a paper form.
4. If you would like an alternate Excel version of the form to link to your existing spreadsheets, please contact our office.

If you have questions or have any difficulty accessing the Excel file at our website, you may obtain assistance from the Assessment and Certification Division by calling Darcy Marusich (517) 335-1218.

Sincerely,

Darcy Marusich, Departmental Technician  
Assessment and Certification Division